

Admin.

S-E-C-R-E-T

10 February 1959

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus  
FROM : Acting Chief, FBIS  
SUBJECT : Letter of Instruction

GENERAL

1. A report was furnished the AD/O of the 1958 African consumer survey, analyzing response by area and making recommendations for positive action in West Africa. The U.S. Embassy at Accra queried the Ghana Ministry of External Affairs on the status of the FBIS proposal and learned it had been rejected. Since the Ambassador stated the matter to be a closed issue, alternative sites are being reviewed. A study of all practical possibilities is being made by the Field Operations Staff. A letter from the Chief, FBIS to the Head, BBC Monitoring Service, inquired informally as to the suitability of testing Nigeria as an alternative. [redacted]

50X1

2. Although the 16 January deadline for response to the television monitoring conference memorandum passed with few replies, memoranda have been trickling in gradually. Four are still outstanding, including the strongest consumer, USIA. An extensive substantive requirement was submitted by ONI, and two offices (ORR and NSA) asked for technical information. Other replies are generally negative. [redacted]

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3. Kurdish monitor recruiting continued unsuccessfully despite excellent support by [redacted]. The crux of the problem seems two-fold: (1) Kurds rarely know all major dialects, and few abroad are competent in English; (2) Kurds, both abroad and in this country, who are qualified cannot be attracted by the Kyrenia foreign national wage scale. The attempt to detail a USAF sergeant is moving slowly, due to death of the liaison officer carrying the action and due to unspecified difficulties in locating the airman. All field bureaus are requested to survey foreign national staffs, and local contacts to assist in our search for a Kurdish linguist. Any leads should be brought to the attention of Headquarters and the Chief, Mediterranean Bureau. [redacted]

50X1

50X1

4. Arrangements were made and carried out between [redacted] and RSB/OCR for certain changes in IBM technique which permit the inclusion of all necessary basic information in Volume III of the new edition of "Broadcasting Stations of the World" to be printed by GPO shortly. This change greatly enhances the usefulness of the volume, which indexes by call letters and station names, and has been accomplished without significant increase in the size or cost of the book. In the past full identification could be completed only by cross-reference to other volumes of the series. [redacted]

50X1

50X1

S-E-C-R-E-T

S-E-C-R-E-T

- 2 -

5. Supplements to the Daily Report: 

50X1

- a. 14 January - World Radio and Press Reaction to the State of the Union Message
- b. 22 January - World Radio and Press Reaction to Mikoyan's Visit to the United States

6. During the month plans were formalized for FBIS' handling of broadcast materials related to the 21st Congress of the Soviet Communist Party, which opened in Moscow January 27. To make such materials rapidly available in convenient form it was decided to issue them as the Congress progressed in the form of supplements to the USSR & East Europe section of the Daily Report. These supplements received very wide distribution both within and without the intelligence community. The breakdown:

Regular recipients of USSR & EE Daily Report	719 copies
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<input type="text"/>	TOTAL	2279 copies
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7. The following roundups of world radio and press reaction were prepared for dissemination by the FBIS Wire:

- a. 5 January - Initial World Radio and Press Reaction to Launching of Soviet "Cosmic Rocket."
- b. 15 January - Survey of Noncommunist Opinions on Mikoyan's Visit to the United States.

50X1

8. Radio Propaganda Reports: 

50X1

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- b. "Recent Soviet Propaganda Claims of ICBM Invulnerability"
- c. "Moscow Publicizes 'Building of Communism' through Communist Labor Brigades and Workers Militia"
- d. "Bloc Propaganda Treatment of Tito's Asian-African Tour: Indications of Concern over Yugoslav Influence"
- e. "Withdrawal of State Subsidies for Soviet Theaters Poses Threat to Party Control over Plays"

S-E-C-R-E-T

S-E-C-R-E-T

- 3 -

9. A prospectus on a Radio Propaganda Report that will trace a shift in the Sino-Soviet attitude toward Asian-African neutralist states was circulated to major consumer offices in the Agency and State Department IRA. Recommendations during preparation of the study were invited. [redacted]

50X1

10. Special Propaganda Analysis Services: [redacted]

50X1

a. A compilation of quotations from Soviet leaders' statements, primarily on the relative strengths of the communist and capitalist worlds, was prepared at the request of the Assistant to the DD/I (NSC) for use by the Draper Committee.

b. The service to the U.S. delegation at the Geneva test-ban talks continued. Twenty analyses of Soviet propaganda on the talks and on related issues were forwarded to OCI for incorporation in the Agency support cables to the delegation.

c. Propaganda-analysis items on the FBIS Wire discussed:

- (1) Radio Moscow's treatment of the Cuban rebel victory
- (2) Soviet reaction to the White House statement on underground nuclear testing
- (3) An East German claim concerning a projected CPR earth-satellite launching
- (4) New indications of Soviet propaganda pressures on Iran
- (5) Discrepancies between Moscow's propaganda buildup for a moon shot and the propaganda line after the cosmic rocket began orbiting the sun.

11. A Westinghouse version of the CGS-designed short wave multicoupler on loan from NSA will be received 3 February by FBIS for operational tests to be conducted at the East Coast Bureau. This multicoupler, a customer test model, will be available to FBIS until 13 February only, as demands for it are high. Commo will not lab test the coupler. The Rome Air Development Center is conducting such laboratory tests, and copies of their reports will be received by Commo and FBIS. [redacted]

50X1

12. Twenty-four recorders and nine transcribers representing the new Magnetic Belt equipment ordered for the East Coast Bureau have been delivered by Dictaphone Corporation. Except for some adjustment problems, which are being worked out, the new equipment appears to be measuring up to full expectations. [redacted]

50X1

S-E-C-R-E-T

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- 4 -

EDITORIAL BRANCH 

50X1

## 1. General

a. A new, 1959, edition of the GPO Style Manual, supplanting the 1953 edition, is being distributed to all bureaus. Editors are urged to make maximum use of this manual, except where its rules are in conflict with the Editorial Handbook. Innovations contained in the 1959 style manual will be taken into consideration in the pending revision of the Editorial Handbook.

b. Field editors are requested to review the Editorial Handbook instructions on the use of the "cue." In general, a cue should be used for items of 800 words or more which the field editor suspects may have been covered by another bureau. Some items now being cued do not fall into this category and might better be covered in FYI's, if at all. The cue should not be used as a device to shift responsibility from the field to Headquarters in deciding the merits of a piece of copy, nor should it be used for short items which would take little more time to process than the dispatch of a cue.

c. Despite frequent reminders, editors still fail on occasion to identify corrections sufficiently. All corrections should include an abbreviated logograph, an adequate capsule identification of the subject matter, and appropriate preceding and concluding words.

2. London Bureau

a. The bureau is to be commended for its well-organized handling of the TASS summary and home service text of Khrushchev's January 27 report to the CPSU congress. The careful rechecking of the text before filing minimized the need for follow-up corrections and greatly facilitated Wire and Daily Report processing.

b. Headquarters would appreciate any possible efforts to meet increasing consumer interest in areas which have been scantily covered to date, such as the Benelux countries and Scandinavia, especially Norway.

c. When feasible, documentary items such as official notes or government statements should be filed from the fullest and most authoritative source, thus forestalling the need to follow up with supplementary material. A case in point was the January 19 GDR note to the USSR, an abridged version of which was filed from TASS (which noted that "ADN has transmitted the Text"), with additional material supplied subsequently from the text broadcast by Deutschlandsender.

d. Editors are urged to exercise greater care to avoid the use of Briticisms and British spellings ("towards," "travelling," etc.) in filed copy. It should be noted too that abbreviations such as CP for Communist Party and SYP for seven-year plan are unacceptable for Daily Report purposes.

S-E-C-R-E-T

S-E-C-R-E-T

- 5 -

### 3. Mediterranean Bureau

a. Recently the Middle East Review has again shown a tendency to be overly long. In general the weekday average length should be not greater than 600 words; weekend roundups may go as high as 1,000 words.

b. The Nicosia, Cyprus Home Service, in English report on "recent incidents in the Agros area," broadcast at 2100 GMT January 24, is an example of the type of material which should be condensed. The salient facts in this item were compressed into a brief by Daily Report editors.

c. An FYI advising that the bureau does not intend to process a particular speech or talk unless requested should include a brief description of its contents. The title of the talk alone is generally insufficient for the purposes of Headquarters evaluation.

### 4. Okinawa and West Coast Bureaus

Occasional English-language items emanating from Indonesia--ANTARA and Radio Jakarta items in particular--continue to require considerable reediting before they can be used by the Wire Service or in the Daily Report. While it is recognized that this material is among the most hazardous and awkward with which the bureaus have to work, any additional effort that can be applied to it will be most helpful.

### 5. Tokyo Bureau

The current practice of editors to provide the original Japanese following the translated names of obscure organizations, foreign and domestic, is greatly appreciated, since this assists positive identification. The practice is particularly appropriate when references are made to organizations of Korean and Chinese residents in Japan, some of which are procommunist and others anti-communist.

### 6. Saigon Bureau

a. On a number of occasions recently the bureau departed from its traditional and useful practice of dividing the Saigon-Cholon press review into two parts, with an introductory passage for each giving the predominant editorial theme for the day or noting the absence of such a theme. Also, fewer papers are generally being included in the review. The customary inclusion of perhaps four or five vernacular papers and, when appropriate, an equal number of Chinese-language publications is desirable, even if these are only very briefly mentioned in the introductory sentences and do not receive individual consideration in separate paragraphs.

S-E-C-R-E-T

S-E-C-R-E-T

- 6 -

b. The increased file of high-quality items from Cambodia and Laos continues to serve local needs well at a time when these two countries are receiving much attention.

7. East and West Coast Bureaus, Panama Post

All three installations handling Latin American materials are to be commended for excellent performance in connection with recent events in Cuba. Service was fast and extensive, and the quality of the material exceptionally good considering the difficulties under which the monitors and editors labored.

8. Panama Post

The January 5 FYI noting a Costa Rican radio report of a Peking PEOPLE'S DAILY comment on the Cuban situation was appreciated here as indicating the Post's awareness of the great consumer interest in the way that Latin American radios handle major world events. Please note, however, that such items should be flagged "Copy to Projects Editor" rather than "Projects Editor Only" in order to insure distribution to the interested Daily Report sections.

ADMINISTRATION

1. It is no longer necessary for bureaus to return signed copies of Shipping Documents to Headquarters. Discrepancies, including shortages, will be reported to Headquarters together with a requisition for item(s) not received, if the requirement still exists. Headquarters' requisition files will be considered closed upon receipt of cargo(s) by the carrier and will be reopened only upon receipt of a Bureau discrepancy report.

2. Further Headquarters' 7 November memorandum regarding FBIS financial status. Unless savings can be effected, FBIS will operate at a deficit this fiscal year. Bureaus are therefore requested to reduce expenditures by maximum possible use of compensatory time in lieu of overtime (particularly for classified employees). Where operational requirements permit, bureaus should also postpone non-emergency miscellaneous contractual services, all non-budgeted items, and, if possible, travel scheduled for late June. Current observations indicate, however, that there is no need for Bureaus to alter their supply requisitions since FBIS logistics funds, which were allocated to Logistics at the beginning of the fiscal year and cannot be returned, appear to be adequate for the fiscal year. 50X1

3. The following FBIS regulatory issuances were released during the month of January:



INDEX TO FBIS REGULATIONS

Dist. F-3  
Dist. F-6 (All Bureaus)  
Dated 1 January 1959

50X1

S-E-C-R-E-T

S-E-C-R-E-T  
- 7 -

PERSONNEL CHANGES

50X1

1. New employees in FBIS:

Name

Assignment

Clerk  
Ok. Bureau  
  
Editor  
Ed. Br.

50X1

2. Reassignments

From

Deputy Chief,  
FBIS  
  
Chief,  
WCB  
  
Editor  
MedBureau  
  
Editor  
Ed. Br.  
  
Editor  
Ed. Br.  
  
Editor  
WCB

To

Chief,  
WCB  
  
Deputy Chief  
WCB  
  
Editor  
Ed. Br.  
  
Analyst  
RPB  
  
Editor  
German Bur.  
  
Editor  
Ed. Br.

50X1

3. Transfers from FBIS:

Name

From

Monitor  
ECB

50X1

4. Separations

Name

From

Clerk  
RPB

50X1

S-E-C-R-E-T

S-E-C-R-E-T

Name \_\_\_\_\_

Librarian  
Ed. Br.

Teletypist  
Ed. Br.

Editor  
Ed. Br.

Deceased

[illegible]



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Dated 1 January 1959

50X1

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S-E-C-R-E-T  
- 7 -

PERSONNEL CHANGES

50X1

1. New employees in FBIS:

<u>Name</u>
<div></div>

Assignment  
  
Clerk  
Ok. Bureau  
  
Editor  
Ed. Br.

50X1

2. Reassignments

<u>From</u>	<u>To</u>
Deputy Chief, FBIS	Chief, WCB
Chief, WCB	Deputy Chief WCB
Editor MedBureau	Editor Ed. Br.
Editor Ed. Br.	Analyst RFB
Editor Ed. Br.	Editor German Bur.
Editor WCB	Editor Ed. Br.

50X1

3. Transfers from FBIS:

<u>Name</u>
<div></div>

From  
  
Monitor  
ECB

50X1

4. Separations

<u>Name</u>
<div></div>

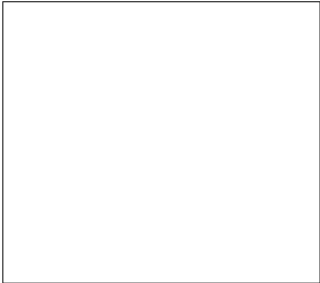

From  
  
Clerk  
RFB

50X1

S-E-C-R-E-T

S-E-C-R-E-T  
- 8 -

Separations (Continued)

<u>Name</u>	<u>From</u>	
	Librarian Ed. Br.	50X1
	Teletypist Ed. Br.	
	Editor Ed. Br.	Deceased
		 50X1

S-E-C-R-E-T